Instruction manual part 4: CLASSIFICATION AND CODING INSTRUCTIONS
FOR DEATH RECORDS, 1999

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CLASSIFICATION AND CODING INSTRUCTIONS

FOR DEATH RECORDS, 1999

Section I - <u>Introduction</u>

This manual documents specifications for coding and key entry of statistical items that will be tabulated from the death certificate by the National Center for Health Statistics (NCHS). Primarily, these specifications are used by 54 registration areas of the United States (50 states, District of Columbia, New York City, Puerto Rico and The Virgin Islands) that submit data to NCHS in electronic form through the Vital Statistics Cooperative Program (VSCP). Under the terms of the VSCP contracts with NCHS, the registration area must incorporate NCHS specifications into their own procedures so that the resultant data files meet the needs of both NCHS and the registration area. Changes for **1999** are in bold print.

Section II - <u>General Procedures for Electronic Files</u>

    A.   <u>Receipts</u>

All registration areas provide coded data to NCHS in electronic form (tapes, diskettes and PC to PC). These files include all of the deaths registered within their jurisdiction for each calendar year. In general, data are transmitted on a monthly basis (but twice monthly is preferred). Transmittals take place at regular intervals and contain any and all records received and initially processed in the state office since the last transmittal to NCHS regardless of the month of the occurrence of the event. A record need not be "perfect" to qualify for transmittal. Each regular data transmittal shall contain all replacement records processed to date incorporating updated information from any source. For purposes of full utilization and release of the data, states are expected to transmit the majority of records within six months of occurrence and a complete and final version of all records by July 31.

B.   Processing

As the files are received at NCHS-RTP, they are automatically checked for completeness, individual item code validity, and unacceptable inconsistencies between data items. The registration area is notified of any problems. In addition, NCHS staff review the files on an ongoing basis to detect problems in overall quality such as inadequate reporting for certain items, failure to follow NCHS coding rules, and systems and software errors. Traditionally, quality assurance procedures have been limited to review and analysis of differences between the NCHS and registration area code assignments for a small sample of records. In recent years, this procedure has been augmented by analyses of year to year and area to area variations in the data. These analyses are based on preliminary tabulations of the data that are cumulated on a year to date basis each month. All differences that are judged to have consequences for quality and completeness are investigated by NCHS. In the review process, statistical tests are used to call initial attention to differences for possible follow-up. As necessary, registration areas are informed of differences encountered in the tables and asked to verify the counts or to determine the nature of the differences. Missing records (except those permanently voided) and other problems detected by NCHS should be resolved and corrections transmitted to NCHS in the same manner as for those corrections identified by the registration area.

Section III -File Layout and Coding Instructions

This section provides the code structure, coding instructions, and output file locations for each item in the national data set.

Changes were made to the items Date of Death (Year) and Date of Birth (Year) in 1999 to expand the fields to four digits. The old locations for the years have been converted to "Filler" and should be blank.

Changes were also made to the items Linked File Year of Birth and Linked File State of Birth in 1999. The Linked File Year of Birth was expanded to four digits, causing the locations for Linked File State of Birth to change.

1999 Mortality -Demographic File Layout

Items	File Location	Items	File Location
Receipt Date *(NCHS Use Only)*	1 - 4	Education	96 - 97
Certificate Number	5 - 10	Father's Surname	98 - 116
Name of Decedent		Injury at Work	117
Last	11 - 30	Underlying Cause *(Deleted effective 1994)*	118 -121
First	31 - 45		
Middle Initial	46	Autopsy *(Deleted Effective 1995)*	122
Alias	47	Linked File: Birth Certificate Number	123-128
Sex	48		
Date of Death		**Linked File: Year of Birth**	**129-132**
Month	49 - 50	**Linked File: State of Birth**	**133-134**
Day	51 - 52	**Date of Death Year**	**135-138**
Filler	**53 - 54**	**Date of Birth Year**	**139-142**
Social Security No.	55 - 63		
Age			
Units	64		
Number Units	65 - 66		
Date of Birth			
Month	67 - 68		
Day	69 - 70		
Filler	**71 - 73**		
State of Birth	74 - 75		
Type of Place of Death	76		
Place of Death			
State	77 - 78		
County	79 - 81		
Marital Status	82		
Occupation of Decedent	83 - 85		
Type of Industry	86 - 88		
Place of Residence			
State	89 - 90		
County/city	91 - 93		
Hispanic Origin	94		
Race	95		

Item	Output Position(s)	Code Structure	Coding Instructions
RECEIPT DATE			
Month	1	January . . . . 1 February . . . . 2 March . . . . 3 April . . . . 4 May . . . . 5 June . . . . 6 July . . . . 7 August . . . . 8 September . . . . 9 October . . . . 0 November . . . . - December . . . . &	Computer generated. For NCHS use only. States submitting data in the NCHS format should blank NCHS positions 1-4.
Day	2-3	01-31	
Year	4	Last digit	
STATE FILE NUMBER	5-10		Left zero fill
NAME OF DECEDENT (Applicable to NDI only)			
Last Name	11-30	Alpha, left justified	State record length may vary for name. If separate fields are not provided for components of name, this is acceptable so long as there is a defined designation between each component. Surnames 1. If entire surname will not fit in the field, truncate it.
First	31-45	Alpha, left justified	
Middle	46	Alpha or blank	

Item	Output Position(s)	Code Structure	Coding Instructions
NAME OF DECEDENT - Continued			2. If the surname has space or apostrophes following prefixes, such as Mac Pherson, O'Tolle, O'Mally, McDougal, remove the apostrophes and do not space between the prefix and the name.
			3. If more than one surname given, separated by a space or hyphen, key each name in the surname field, separated by space. Key a separate cross reference record for each name after the first.
			4. If there appears to be more than one possible spelling of a surname, key the most likely version in the record.
			5. If the maiden name is given in addition to the married surname (Mary Jane Smith - nee Jones), drop the maiden name (Jones).
			6. Suffixes or generation identifiers are to be ignored, e.g., Jr., Sr., 3rd., II.
			7. Religious names, e.g., Sister Mary Lawrence, should be keyed as follows: Last Name: Lawrence First Name: Sister Mary Middle Initial: Blank
			First Name and Middle Initial
			1. If the entire first name will not fit in the field, truncate it.

Item	Output Position(s)	Code Structure	Coding Instructions

NAME OF DECEDENT - Continued			2. If two first names and a middle name are given, key both first given names (with a space between each name) in the first name field and key the middle initial in the middle initial field.
			
			Ex.: Mary Ann Louise Jones
			Key: Last Name: Jones
			    First Name: Mary Ann
			    Middle Initial: L
			
			Ex.: Mary Ann Jones
			Key: Last Name: Jones
			    First Name: Mary
			    Middle Initial: A
			
			3. If two middle initials are given, key first middle initial and ignore the second initial, e.g., Charles M. L. King; key Charles M King.
			
			4. Entries of "Baby Girl" or "Baby Boy" are to be keyed in the first name field.
			
			5. Entries with first initial and middle name, e.g., E. Charles Jones, should be keyed as initial for first name and initial for middle name.

Item	Output Position(s)	Code Structure	Coding Instructions
ALIAS OR CROSS REFERENCE INDICATOR (Applicable to NDI only)	47	1 or blank	This data element will be used in the NDI if the State currently has a procedure. However, if the State does not provide for an alias or cross reference in its procedures, this item is not required. When this item is used: 1. If more than one surname is given, separated by a space or a hyphen, key each name in the surname field separated by a space. Key a separate record for each name and enter the alias indicator in all records after the first. 2. If the surname includes an "Also known as...", key a separate cross reference record for each "Also known as" name and enter the alias indicator in each record after the first. First Name and Middle Initial If the first name includes an "Also known as...", key a separate cross reference record for each "Also known as" name and enter the alias indicator in each record after the first.

Item	Output Position(s)	Code Structure	Coding Instructions
SEX	48	Male . . . . 1 Female . . . . 2 Not classifiable 9	If sex is not clearly identified, code from name. If name does not establish sex clearly, code "9."
DATE OF DEATH MONTH	49-50	January . . . . 01 February . . . . 02 March . . . . 03 April . . . . 04 May . . . . 05 June . . . . 06 July . . . . 07 August . . . . 08 September . . . . 09 October . . . . 10 November . . . . 11 December . . . . 12 Not Classifiable 99	If estimated date of death and date found are given, both occurring in the same data year, enter estimated date of death. If data year is different from estimated date of death and date found, enter the date within the data year being processed. If "date the person was last seen" and the "date found" are given, both occurring in the same data year, enter the "date the person was last seen."
DAY	51-52	01-31 Not Classifiable 99	If data year is different for the "date the person was last seen" and the "date found," enter the date within the data year being processed.
YEAR	**135-138**	**Enter four digit year.**	Year of death must be reported.
Filler	**53-54**	**Blank**	

Item	Output Position(s)	Code Structure	Coding Instructions
SOCIAL SECURITY NUMBER (Applicable to NDI only)	55-63	Numeric or blank.	1. Must have nine digits. 2. If less than nine or partial number, skip the field. 3. If more than nine digits enter the first nine digits. 4. If more than one Social Security number is reported, enter the first number in the original record. Key a separate record for each additional SSN and enter the alias indicator in each record after the first. 5. If blank, skip.

Item	Output Position(s)	Code Structure	Coding Instructions
AGE			
Unit	64	Years - less than 100 . . . . 0 Years - 100 or more . . . . 1 Months . . . . 2 Weeks . . . . 3 Days . . . . 4 Hours . . . . 5 Minutes . . . . 6 Not Classifiable 9	Enter highest order of age units.
Number Of Units	65-66	Enter as stated Not Classifiable 99	1. When age is stated as 100 years or more, unit code 1 represents the first digit of the number of units. Example: Age 105 - code 1 for unit and 05 for number of units. 2. When age is stated as 12 years or less, compare date of birth and date of death to insure assignment of the correct unit code since months are sometimes erroneously reported as years. 3. If entries of "few minutes" or "few hours" are given, code to appropriate unit and enter 99 for number of units. 4. If age is not stated, derive the age by reference to date of birth and date of death. If date of birth is not given but unit is indicated as other than years, code the appropriate unit and enter 99 for number of units. If unit is indicated as years, code unit 9 and number of units 99.

Item	Output Position(s)	Code Structure	Coding Instructions
AGE - Cont.			5. If age cannot be determined but entries of "newborn," "infant," etc., appear on the certificate indicating the decedent was under 1 year old, code unit 5 and number of units 99.
			6. If age is not stated and date of birth and date of death are same, consider decedent under 1 year old and code unit 5 and number of units 99.
			7. Fractions given in number of units should be ignored.
			8. If number of units are given with approximately, about, etc., enter as stated.
			9. If the number of units is given as a range, code the minimum of the range.
			Example: Age 1-2 hours - code the number of units as 01.

Item	Output Position(s)	Code Structure	Coding Instructions
DATE OF BIRTH			
Month	67-68	January .... 01 February .... 02 March .... 03 April .... 04 May .... 05 June .... 06 July .... 07 August .... 08 September .... 09 October .... 10 November .... 11 December .... 12 Not Classifiable 99	Code as reported.
Day	69-70	01-31 Not Classifiable 99	
Year	**139-142**	**Enter four digit year.** **Not Classifiable .. 9999**	
Filler	**71-73**	**Blank**	
DECEDENT'S BIRTHPLACE (State)	74-75	State .... .01-51 Puerto Rico ...... 52 Virgin Islands .... 53 Guam. .... 54 Canada .... 55 Cuba .... 56 Mexico .... 57 Remainder of World .... 59 Not classifiable ... 99	Refer to Appendix A for state codes. When a county or city entry is reported and State of Birth is not specified, refer to the State of occurrence, Part 8 Instruction Manual, Vital Records Geographic Classification, 1995, and code to State of occurrence if the county or city is listed in that State. If the named city is not listed as an incorporated city for State of Occurrence, refer to the List of Major Cities, Appendix D, and code the State indicated for that city. If not in List of Major Cities, code the State when the given city makes the State obvious (e.g., Richmond - code Virginia.)

Item	Output Position(s)	Code Structure	Coding Instructions
TYPE OF PLACE OF DEATH	76	Hospital Inpatient . . . . 1 Outpatient/ER . . . . . . 2 DOA . . . . 3 Status unknown . . . . . 4 Other Nursing home . . . . . . 5 Residence of Decedent . . . . 6 Other . . . . 7 Not Classifiable 9	1. If the checkbox identity for place of death is not on the certificate, determine the type of place of death using the facility name and patient status information. Apply the same rules as if the checkbox detail was available. 2. If place of death is blank, refer to the facility name and code 4 unless the facility name identifies the facility as other than hospital. 3. Code 5 if place of death is blank or reported as "other" and the named facility is a long-term care facility that provides patient care such as retirement center, manor, old age home, rest home, restoration center, convalescent home, etc. 4. Code 7 for entries such as doctor's office, orphanage, prison wards, public building, etc. 5. Prison hospitals are to be coded "1." 6. Code 1 if patient status is reported as "in hospital," "IN." "IH." "nursery," "ICU," "surgery," or "operating room."

Item	Output Position(s)	Code Structure	Coding Instructions

TYPE OF PLACE OF DEATH - Cont.			7. Street addresses are to be coded as follows:
			
			  Code 6 if place of death street address and residence street address is same.
			
			  Code 7 if place of death street address and residence street address is different.
			
			8. If "hospice" is specified as "other," refer to facility name. If facility name identifies hospital, code 1; nursing home or other long term care facility, code 5; otherwise, code 7.

Item	Output Position(s)	Code Structure	Coding Instructions
GEOGRAPHIC PLACE OF DEATH			
State	77-78	Refer to Appendix A.	Enter appropriate code.
County	79-81	Refer to <u>Part 8</u> <u>Instruction Manual, Vital Records Geographic Classification, 1995</u>. Use code designated for "Balance of County" or "Entire County." Code given for co-extensive or independent cities is to be used as county code.	
MARITAL STATUS	82	Married . . . . 1 Never married, Single . . . . 2 Widowed . . . . 3 Divorced . . . . 4 Not Classifiable 9	<u>Other Entries</u> Annulled . . . . 2 Separated . . . . 1 Common law marriage . . . . . 1 Indian marriage . . . . 1 Never . . . . 2 NM . . . . 2 No . . . . 9 None . . . . 2 Not married . . . . 9 Unmarried . . . . 9 Yes . . . . 1 If marital status is blank and age of decedent is less than 12 years, code "2."

Item	Output Position(s)	Code Structure	Coding Instructions
OCCUPATION OF DECEDENT	83-85	See Industry and Occupation Coding for Death Certificates, Part 19 (1998) and Alphabetical Index of Industries and Occupations, Part 19B (1998) Not Classifiable . . . 999	
TYPE OF INDUSTRY	86-88	Not Classifiable . . . 990	

Item	Output Position(s)	Code Structure	Coding Instructions
RESIDENCE OF DECEDENT			
State	89-90	Refer to Appendix A.	Enter appropriate code.
County/City	91-93	Refer to <u>Part 8 Instruction Manual, Vital Records Geographic Classification, 1995</u>. (Use Section II only when certificates contain no county entry.)	<u>Rules for use of coding table (**pages 20-23**) for Place of Residence of Decedent.</u> Apply rules in sequential order. If "rural" is entered, code by line 2 of table and stop. If "rural" is not entered, find line item that fits reporting on certificate and heading that describes reporting in "City Limits Item." Code according to instructions given when horizontal line and vertical column intersect. <u>Example</u> City but no county entry and outside of city limits. Select line 6A and column(b). Instruction where these intersect is to code"Balance of County <u>1</u>/." Additional instructions: Disregard the name of a state, country, or city entered on the address line when an entry is reported in the space provided for these items.

Item	Output Position(s)	Code Structure	Coding Instructions
RESIDENCE OF DECEDENT - Cont.			When the state, county, or city entry has obviously been typed on the incorrect line, consider the entry when classifying residence. If a city entry is reported with North, East, South, or West, check the atlas to determine if it is a separate geographic place or an inclusion of the named city. If the named place is not listed in the atlas, consider the entry to be an inclusion of the city named (e.g., East Durham is not listed in the atlas, and, therefore, is considered to be an inclusion of the city of Durham). If county is reported and two cities are reported on the city line, check atlas to determine if one is an inclusion. If not, code to city with the larger population. If no county entry is reported and the city is not listed in the Part 8 Instruction Manual, Vital Records Geographic Classification, 1995, Section II, refer to the atlas to determine county. If atlas indicates city is listed in two counties, refer to the U.S. Census Population 1990, "Number of Inhabitants" and code to the county containing the largest part of the city's population. If New York City is reported as place of residence and no borough is reported, code to Manhattan Borough.

CODING RULES TABLE FOR PLACE OF RESIDENCE OF DECEDENT

		(a) Inside City Limits Yes	(b) Inside City Limits No
1.	Blank	County/City of death 2/	County/City of death 2/
2.	"Rural" entry	Balance of County	Balance of County
3.	City listed in Geographic Code Manual (includes independent and coextensive cities.)	City	Balance of County
4.	City not listed in Geographic Code Manual	Balance of County	Balance of County
5.	County, but no city entry	Balance of County	Balance of County
6.	State and city but no county entry and State is <u>same</u> as State of Occurrence.		
	A. City listed in Geographic Code Manual	City	Balance of County 1/
	B. City not listed in Geographic Code Manual.	Balance of County 1/	Balance of County 1/
	C. Atlas gives 2 or more cities by same name in different counties	County of death	County of death
	D. City not in atlas	County/City of death 2/	County/City of death 2/
7.	State and city, but no county entry and State is <u>different</u> from State of Occurrence		
	A. City listed in Geographic Code Manual	City	Balance of County 1/

1/ Use atlas and other reference aids to establish county and/or population. See Appendix E for rules on interpreting atlas notations.

If independent city or coextensive, use Section II, <u>Part 8 Instruction Manual, Vital Records Geographic Classification, 1995</u>.

CODING RULES TABLE FOR PLACE OF RESIDENCE OF DECEDENT - continued

(c) Inside City Limits Item Not reported or item not on certificate certificate but street address reported	(d) Inside City Limits Item Not reported or item not on certificate and no street address reported
County/City of death 2/	County/City of death 2/
Balance of County	Balance of County
Balance of County if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City.	City
Balance of County	Balance of County
Balance of County	Balance of County
Balance of County 1/ if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City.	City
Balance of County 1/	Balance of County 1/
County of death	County of death
County/City of death 2/	County/City of death 2/
Balance of County 1/ if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City.	City

2/   Use same rules as coding city and county of residence.

CODING RULES TABLE FOR PLACE OF RESIDENCE OF DECEDENT - continued

		(a) Inside City Limits Yes	(b) Inside City Limits No
7.	(Continued)		
	B. City not listed in Geographic Code Manual	Balance of County 1/	Balance of County 1/
	C. Atlas gives 2 or more cities by same name in different counties	City with largest population	City with largest population
	D. City not in atlas	Largest City of State of Residence 3/	Largest City of State of Residence 3/
8.	State only specified with no city or county entry and State is <u>same</u> as State of Occurrence	County/City of death 2/	County/City of death 2/
9.	State only specified with no city or county entry and State is <u>different</u> from State of Occurrence	Largest City of State of Residence 3/	Largest City of State of Residence 3/
10.	A. Foreign Country - 55 Canada 56 Cuba 57 Mexico 59 Remainder of World	Code in data positions 89-90. Leave data positions 91-93 blank.	
	B. U.S. Possessions - 52 Puerto Rico 53 Virgin Islands 54 Guam	Code in data positions 89-90. Leave data positions 91-93 blank.	
11.	Two State entries	County/City of death 2/	County/City of death 2/
12.	City and County entry but no State entry	County/City of death 2/	County/City of death 2/

1/   Use atlas and other reference aids to establish county and/or population. See Appendix E for rules on interpreting atlas notations.

If independent city or coextensive, use Section II, <u>Part 8 Instruction Manual, Vital Records Geographic Classification, 1995</u>.

CODING RULES TABLE FOR PLACE OF RESIDENCE OF DECEDENT - continued

(c) Inside City Limits Item Not reported or item not on certificate but street address reported	(d) Inside City Limits Item Not reported or item not on certificate and no street address reported
Balance of County 1/	Balance of County 1/
City with largest population	City with largest population
Largest City of State of Residence 3/	Largest City of State of Residence 3/
County/City of death 2/	County/City of death 2/
Largest City of State Residence 3/	Largest City of State of Residence 3/
County/City of death 2/	County/City of death 2/
County/City of death 2/	County/City of death 2/

2/   Use same rules as coding city and county of residence.

3/   See Appendix F for city.

Item	Output Position(s)	Code Structure	Coding Instructions
HISPANIC ORIGIN OF DECEDENT	94	Non-Hispanic . . . . 0 Mexican . . . . 1 Puerto Rican . . . . 2 Cuban . . . . 3 Central or South American (Spanish speaking countries only) . . . . 4 Other and unknown Hispanic . . . . 5 Not Classifiable 9	When there is neither a "Hispanic Item" nor an "Ancestry Item" on the certificate then code 9. Refer to Appendix G for additional Hispanic entries and codes as well as specific entries for categories 4 and 5. For registration areas having the "Hispanic" item, follow instructions 1-8: 1. If "No" is reported with a specified Hispanic entry in Appendix G, code the entry. 2. If "No" is reported with <u>no</u> specified Hispanic entry in Appendix G, code 0. 3. If "Yes" is reported with a specified Hispanic entry, assign the appropriate code of 1-5. 4. If "Yes" is reported with <u>no</u> specified Hispanic entry in Appendix G, and entries for race item are reported as Mexican, Cuban, or Puerto Rican or any other Hispanic entry in Appendix G. assign the appropriate code of 1-5.

Item	Output Position(s)	Code Structure	Coding Instructions
HISPANIC ORIGIN OF DECEDENT - Cont.			5. If "Yes" is reported with <u>no</u> specified Hispanic entry in Appendix G and there are no Hispanic entries in race item, as identified in 4 above, refer to birthplace. If the birthplace is listed in Appendix G then assign the appropriate code of 1-5. If birthplace is not listed in Appendix G, code 5. 6. If more than one entry is reported code first-listed Hispanic entry, e.g., for Mexican-Puerto Rican, code 1. 7. If blank and entries for race item are reported as Mexican, Cuban, or Puerto Rican or any Hispanic entries in Appendix G, assign the appropriate code of 1-5. 8. If blank and there are no Hispanic entries in race item, as identified in 7 above, refer to birthplace. If the birthplace is listed in Appendix G, then assign the appropriate code of 1-5. Otherwise, code 9. <u>For registration areas having an "ancestry" item, follow instructions 9-12:</u> 9. For all entries shown in Appendix G, assign the appropriate code of 1-5. For all other entries (including American), assign the code to 0.

Item	Output Position(s)	Code Structure	Coding Instructions
HISPANIC ORIGIN OF DECEDENT - Cont.			10. If more than one entry is reported, code first listed Hispanic entry, e.g., for Mexican-Puerto Rican, code 1; for Irish-Cuban, code 3. 11. If blank and entries for the race item are reported as Mexican, Cuban, or Puerto Rican or any Hispanic entry in Appendix G, assign the appropriate code of 1-5. 12. If blank and there are no Hispanic entries in the race item, as identified in 11 above, refer to birthplace. If the birthplace is listed in Appendix G, assign the appropriate code of 1-5. Otherwise, code 9.

Item	Output Position(s)	Code Structure	Coding Instructions
RACE	95	White includes Mexican, Puerto Rican, and other Caucasian . . . . 1 Black . . . . 2 Indian North American Central American South American Eskimo Aleut . . . . 3 Asian or Pacific Islander Chinese . . . . 4 Japanese . . . . 5 Hawaiian (includes part-Hawaiian) . . . . 6 Filipino . . . . 7 Other . . . . 8 Asian Indian . . . . A Korean . . . . B Samoan . . . . C Vietnamese . . . . D Guamian . . . . E Multi-racial . . . . F Other Entries . . . . 0 Not Reported 9	The expanded Asian and Pacific Islander categories of A, B, C, D, and E are required only for the following funded registration areas: California, Hawaii, Illinois, New Jersey, New York State, New York City, Texas and Washington. The remaining registration areas may choose to use the expanded categories or continue coding Asian Indian, Korean, Samoan, Vietnamese and Guamian to 8. Refer to Appendix B for other reported race entries. Refer to Appendix C for names of Indian tribes in the U.S., Canada, and Mexico. 1. If Hawaiian is reported with any other race, code Hawaiian. 2. If more than one race is reported (except Hawaiian), code the first race listed. 3. If more than one race is reported with percentages or fractions given (except Hawaiian), code the race having the higher percentage or fraction. If the percentages or fractions are equal, code the first race listed. 4. If more than one race is reported with a hyphen but without percentages (except Hawaiian), code the first race listed.

Item	Output Position(s)	Code Structure	Coding Instructions
RACE - Cont.			5. If entry is "Col.," "N," "Negro," "Color(ed)," "B," "Brown," "A.A." "Afro-American," or "African American," code 2 (Black). 6. If the racial entry is "Asian," "Yellow," "Oriental," or "Mongolian," and birthplace is given as China, Japan, the Philippines, Hawaii, India, Korea, Vietnam, Samoa, or Guam, code to the appropriate group (code 4-7 or A-E if using the expanded code structure or code 4-8 if not using the expanded code structure). If birthplace is not one of these places, code 8 (other Asian or Pacific Islander). 7. If the racial entry is "Indian," and birthplace is not in North, Central, or South America (including Caribbean Islands), code A (Asian Indian) if using the expanded code structure or code 8 (other Asian or Pacific Islander) if not using the expanded code structure. 8. If "part___," or "1/4, 1/2, 3/4____" is given as a single race entry, disregard the prefix and code race as reported. 9. If a racial entry is reported that cannot be coded 1-8 or A - E, code 0 (Other Entries).

Item	Output Position(s)	Code Structure	Coding Instructions
RACE - Cont.			10. If the item contains an entry of "?", "-", "Unknown" or is left blank, code 9 (Not Reported). 11. Use code F for entries of "multi-racial," "biracial," "mixed," and other synonymous terms. Do not use code F when multiple races are reported. In such cases, apply rules 2 through 4 above as applicable. Note: States not mandated by law to code multi-racial as a separate category may continue to code these entries as '0'.

Item	Output Position(s)	Code Structure	Coding Instructions

EDUCATION OF DECEDENT	96-97	Elementary Or <u>Secondary</u>
		
		00-12
		
		<u>College</u>
		
		1 year 13
		2 years 14
		3 years 15
		4 years 16
		5+ years 17
		Not Classifiable 99
			Refer to Appendix H for other entries on records.
			
			1. If education is blank, refer to age. If decedent is less than 4 years of age, code education "00" (no education). If age is 4 years or more, code education "99" (not classifiable).
			
			2. Code the highest grade completed.
			
			3. If two or more levels of education are reported for the decedent, code the highest level classifiable to codes other than 99.
			
			<u>Example</u>:
			
			Elementary
			  Or
			<u>Secondary</u> <u>College</u> <u>Code</u>
			
			  12 2 yrs. Tech 12
			 Blank 2 yrs. Tech 99
			  12 2 yrs. 14
			
			4. If the entry for college is reported as a partial year or indication that a full year has not been completed and no other entry is reported (e.g., one semester, one quarter, two quarters, etc.), code 12.
			
			5. If year is reported with a fraction or symbol such as +, -, ?, etc., ignore fraction or other symbol and code year as stated.

Item	Output Position(s)	Code Structure	Coding Instructions
EDUCATION OF DECEDENT - Cont.			6. If two or three semesters, three or four quarters, or two or three trimesters is the only entry reported in the college block, code 13. 7. If entry is reported as "ALL" in elementary/secondary block, code 12. If entry is reported as "ALL" in college block, code 16. 8. If entry in college block is "A.A." or "A.S.," code 14. 9. If entry in college block is "B.B.A.," "B.A.," "A.B.," or "B.S.," code 16. 10. If entry in college block is "A.M.," "M.A.," "M.Sc.," "M.D.," "D.V.M.," "D.D.S.," D.D.M.," "D.O.," L.L.B.," "Ph.D.," or other advanced degree, code 17. 11. When symbols such as "+," "-," " ?," "/," etc., are reported in either block and no other entry is reported, code 99. If an entry is reported in either block with a symbol reported in the other block, disregard symbol and code entry as stated. 12. If entry is R.N. or B.S. in Nursing, code as follows: R.N . . . . 14 2 R.N . . . . 14 3 R.N . . . . 15 4 R.N . . . . 16 B.S. in Nursing 16

Item	Output Position(s)	Code Structure	Coding Instructions
FATHER'S SURNAME (Applicable to NDI only)	98-116	Alpha, left justified or blank.	Follow rules for decedent's surname. This item is required for females only but is acceptable for all decedents.
INJURY AT WORK	117	Yes . . . . 1 No . . . . 2 Not classifiable 9	Code as reported without reference to other items or information on the certificate.
UNDERLYING CAUSE	118-121	Item deleted effective 1994	Locations 118-121 should be blank.
AUTOPSY	122	Item deleted effective 1995 9	Code 9 for this item.
BIRTH CERTIFICATE NUMBER	123-128	Blank if not infant death.	Left zero fill. Applicable to infant deaths (less than 1 year of age) to produce linked file only. Use the original certificate number assigned to the matching birth certificate by the State in which the birth occurred.

Item	Output Position(s)	Code Structure	Coding Instructions
YEAR OF BIRTH	**129-132**	**Enter four digit year.** Blank if not infant death.	Applicable to infant deaths (less than 1 year of age) to produce linked file only. Enter**four** digit year of birth from matching birth certificate.
STATE OF BIRTH	**133-134**	States and Possessions . . . . 01-54 Canada . . . . 55 Cuba . . . . 56 Mexico . . . . 57 Remainder of the World . . . . 59 New York City (Bronx, Brooklyn, Manhattan, Queens, Staten Island) . . . . 60 Blank if not infant death.	Applicable to infant deaths (less than 1 year of age) to produce linked file only. Enter state of birth from matching birth certificate. If birth occurred in New York City (Bronx, Brooklyn, Manhattan, Queens, Staten Island) then code '60'. If the state of birth is unknown, code '99'. Otherwise refer to Appendix A.

Geographic Codes for State of Death, Residence, and Birthplace

Code	State	Abbrev.	Code	State	Abbrev.
01	Alabama	AL	28	Nebraska	NE
02	Alaska	AK	29	Nevada	NV
03	Arizona	AZ	30	New Hampshire	NH
04	Arkansas	AR	31	New Jersey	NJ
05	California	CA	32	New Mexico	NM
06	Colorado	CO	33	New York	NY
07	Connecticut	CT	34	North Carolina	NC
08	Delaware	DE	35	North Dakota	ND
09	District of Columbia	DC	36	Ohio	OH
10	Florida	FL	37	Oklahoma	OK
11	Georgia	GA	38	Oregon	OR
12	Hawaii	HI	39	Pennsylvania	PA
13	Idaho	ID	40	Rhode Island	RI
14	Illinois	IL	41	South Carolina	SC
15	Indiana	IN	42	South Dakota	SD
16	Iowa	IA	43	Tennessee	TN
17	Kansas	KS	44	Texas	TX
18	Kentucky	KY	45	Utah	UT
19	Louisiana	LA	46	Vermont	VT
20	Maine	ME	47	Virginia	VA
21	Maryland	MD	48	Washington	WA
22	Massachusetts	MA	49	West Virginia	WV
23	Michigan	MI	50	Wisconsin	WI
24	Minnesota	MN	51	Wyoming	WY
25	Mississippi	MS	52	Puerto Rico	PR
26	Missouri	MO	53	Virgin Islands	VI
27	Montana	MT	54	Guam	GU

Geographic Codes for State of Death, Residence, and Birthplace

55	Canada	
55	Canadian Provinces	
	Alberta (Alta.)	
	British Columbia (B.C.)	
	Great Northwest Territories (GNWT or NWT)	
	Manitoba (Man.)	
	New Brunswick (N.B.)	
	Newfoundland (Nfld.)	
	Nova Scotia (N.S.)	
	Ontario (Ont.)	
	Prince Edward Island (PEI)	
	Quebec, Province of Quebec (Que. or P.Q.)	
	Saskatchewan (Sask.)	
	Yukon Territory (Y.T.)	
56	Cuba	
57	Mexico	
59	Remainder of World	

Note: Remember to distinguish between the Country of Georgia (in former Soviet Union) which is coded to Remainder of World (59) and the State of Georgia which is coded to 11.

APPENDIX B

Other Entries Reported on Records and Code for Race

The expanded Asian and Pacific Islander categories of A, B, C, D, and E are required only for the following funded registration areas: California, Hawaii, Illinois, New Jersey, New York State, New York City, Texas and Washington. The remaining registration areas may choose to use the expanded categories or continue coding Asian Indian, Korean, Samoan, Vietnamese and Guamian to 8.

ENTRY	CODE	ENTRY	CODE
Afghanistan	1	Bavarian	1
African	2	Begri	0
Aleut	3	Belizian	0
Algerian	1	Bilalian	2
Alocona	0	Biracial	0 or F
Ameriasian	8	Blanc	1
American	1	Bohemian	0
Amish	1	Bolivian	1
Anglo-Saxon	1	Brava (Bravo)	1
Arabian	1	Brazilian	1
Argentinian	1	British Honduran	0
Armenian	1	Burmese	8
Aryan	1		
Asian Indian	8 or A	C	0
Asiatic	8	Cajun	1
Assyrian	1	Cambodian	8
Athapaskan	3	Canadian	1
Australian	1	Cape Verde	2
Austrian	1	Carib	0
Azores	1	Caucasian	1
		Ceylonese	8
		Chamorro	8 or E
Bahamian	0	Chamosso	0
Bangladeshi	8	Chicano	1
Basque	1		

APPENDIX B

Other Entries Reported on Records and Code for Race

ENTRY	CODE	ENTRY	CODE
Chinese	4	Fijian	8
Chuukese	8	Filipino	7
Colestran	0	Finnish	1
Colombian	1	French	1
Cosmopolitan	0	French Canadian	1
Costa Rican	1	French Indian	3
Creole	1		
Crucian	1		
Cuban	1	Georgian	1
Czechoslovakian	1	German	1
		Ghanaian	2
		Gilbertese	8
Dominican	2	Greek	1
Dutch East Indian	8	Guam(ian)(ese)	8 or E
		Guatemalan	0
		Guyanese	0
East Indian	8 or A	Gypsy	1
East Indies	8		
Ebian	1		
Ecuadorian	1	Haitian	2
Egyptian	1	Hamitic	2
English	1	Hawaiian	6
English-French	1	Hebrew	1
English-Irish	1	Hindu	8 or A
Eritrean	2	Hispanic	1
Eskimoan	3	Honduran	0
Ethiopia(n)	2	Hungarian	1
Eurasian	8		
European	1		

APPENDIX B

Other Entries Reported on Records and Code for Race

ENTRY	CODE	ENTRY	CODE
Icelandic	1	Latvian	1
India	8 or A	Lebanese	1
Indian (North, Central and South American)	3	Liberian	2
		Libyan	1
Indo-Aryan	8 or A	Lithuanian	1
Indonesian	8		
Iran(ian)	1	Mal.	0
Iraqi	1	Malada	0
Irish	1	Malawian	2
Islamic	1	Malayan	8
Israelite	1	Maltese	1
Italian	1	Maori	8
		Marshallese	8
Jackson (Jack) White	0	Marshenese	1
Jamaican	2	Mauritian	1
Japanese	5	Mediterranean	1
Java	8	Melanesian	8
Jew	1	Mestizo	0
Jordanian	1	Mestizo-Inca	0
		Mexican	1
		Mexican Indian	3
Kenyan	2	Micronesian	8
Korean	8 or B	Mixed	0 or F
Kuwaitian	1	Mohammedan (Moslem)	1
		Moor	0
		Moroccan	1
Ladina (Ladino)	1	Mosotho	0
Laotian (Asian)	8	Mugandan	2
Latin American	1	Mulatto	2

APPENDIX B

Other Entries Reported on Records and Code for Race

ENTRY	CODE	ENTRY	CODE
Multi-racial	0 or F	Ponapean	8
Muslim	1	Portuguese	1
		Puerto Rican	1
		Punjabi	8 or A
N/W	0		
Nassau	2	Quadroon	2
Native American	3		
Nepalese	8	Red	3
Nicaraguan	0	Romanian	1
Nigerian	2	Rotanese	8
Nipponese (Nipon)	5	Russian	1
Nordic	1	Ryukyan	5
Norwegian	1		
Nubian	2		
		Saipanese	8
		Salvadorian	0
Occidental	1	Samoa(n)	8 or C
Octaroon	2	Santo-Domingo	2
Okinawan	5	Saudi Arabia(n)	1
		Saxon(y)	1
		Scandinavian	1
Pakistani	8	Scotch	1
Palauan	8	Selawik	3
Panamanian	0	Semitic	1
Parsi	1	Serbian	1
Persian	1	Servian	1
Peruvian	1	Seychelloise	2
Phoenician	0		
Polish	1		
Polynesian	8		

APPENDIX B

Other Entries Reported on Records and Code for Race

ENTRY	CODE	ENTRY	CODE
Siamese	8	Turk	1
Siamsh Am	0		
Sicilian	1	Ubontilian	8
Sikh	8 or A	Ugandan	2
Singhalese	8	Ukranian	1
Sino Burman	4	Ulithian	0
Slovakian	1	Ute	3
Soanish	0		
South American	1		
Spanish	1	Venezuela(n)	1
Sudanese	2	Vietnam(ese)	8 or D
Sunni	1		
Swedish	1		
Syrian	1	W	1
		Welsh	1
		West Indies (Indian)	2
Tahitian	8	Wiam (White American)	1
Taimskin	3		
Taiwanese	4		
Tamil-Ceylonese	8	Yapanes	8
Tamil-Malayan	8	Yemenite	1
Tanzanian	2	Yugoslavian	1
Teutonic	1		
Thai	8		
Tibetan	8	Zoroastrian	1
Tongan	8		
Trigueno	0		
Trinidadian	2		
Trukese	8		
Tunisian	1		

APPENDIX C

<u>Indian Tribes in the United States, Canada, and Mexico</u>

Abnaki	Chasta Costa	Cocopah
Absentee-Shawnee	Chehalis	Columbia
Acoma	Chemehuevi	Colville
Ak Chin	Cherokee	Comox
Alabama-Coushatt	Chetco	Comanche
Tribes of Texa	Cheyenne	Concow
Alsea	Cheyenne River Sioux	Conquille
Apache	Chickahominy	Coushatta
Arapaho	Chickasaw	Covelo
Arikara	Chinook	Cow Creek
Assiniboin	Chipewyan	Cowichan
Atacapa	Chippewa	Cowlitz
Athapaskan	Chippewa-Ojibwa	Coyotero Apache
Atsina	Chiricahua Apache	Cree
Aztec	Chitimacha Choctaw	Creek
Bear River	Chol	Crow
Beaver	Chontal	Crow Creek Sioux
Bella Coola	Chorti	Dakota
Beothuk	Chuckchansi	Delaware
Blackfoot	Chumash	Diegueno
Boold Piegan	Clallam	Digger
Blue Lake	Clatsop	Dog Rib
Brotherton	Clackamus	Duckwater
Caddo	Clear Lake	Euchi
Cakchiquel-lenca	Coast Salish	Eyak
Calapooya	Cochimi	Flathead
Carrier	Cochiti	Fort Hall Res. Tribe
Catawba	Cocopa	of Idaho
Cattaraugus	Coeur D'Alene Tribe	French Indian
Cayuga	of Idaho	Gabrieleno
Cayuse		

APPENDIX C

<u>Indian Tribes in the United States, Canada, and Mexico</u>

	Karok	Mashpee
Galice Creek	Kaska	Mattaponi
Gay Head	Kaw	Maya
Gosiute	Kawai	Mayo
Gros Ventre	Keresan Pueblos	Mdewakanton Sioux
Haida	Kern River	Menominee
Han	Kichai	Menomini
Hare	Kickapoo	Mequendodon
Hat Creek	Kiowa	Mescalero Apache
Hawasupai	Kiowa Apache	Miami
Hidatsa	Kitamat	Micmac
Hoh	Klamath	Mission Indians
Hoopa	Klikitat	Missouri
Hopi	Koasati	Miwok
Houma	Kootenai Tribe of Idaho	Mixe
Hualapai	Kusa	Mixtec
Huastec	Kutchin	Modoc
Humboldt Bay	Kutenai	Mohave
Hupa	Kwakiutl	Mohawk
Huron	Lac Courte Dreille	Mohegan
Illinois	Laguna	Molala
Ingalik	Lakmuit	Monachi
Iowa	Lipan Apache	Mono
Iroquois	Lower Brule Sioux	Montagnais
Isleta	Luiseno	Montauk
Jemez	Lummi	Muckleshoot
Joshua	Maidu	Munsee
Juaneno	Makah	Nambe
Jicarilla Apache	Malecite	Namsemond
Kaibah	Mandan	
Kalispel	Maricopa	
Kanosh Band of Paiutes	Mary's River	
Kansa		
Karankawa		

APPENDIX C

Indian Tribes in the United States, Canada, and Mexico

	Patwin	San Ildefonso
Nanticoke	Pawnee	San Juan
Narragansett	Pen d'Oreille	San Lorenzo
Naskapi	Penobscot	San Luis Obispo
Natchez	Peoria	San Luiseno
Navaho	Pequot	Sanpoil
Navajo	Picuris	Sanpoil Nespelem
Nez Perce	Pima	Sant'ana
Niantic	Pit River	Santa Barbara
Nipmuck	Pojoaque	Santa Clara
Nisenan-Patwin	Pomo	Santa Ynez
Nisqually	Ponca	Santee
Nomelaki	Poosepatuck	Santee Sioux
Nooksak	Potawatomi	Santiam
Nootka	Potomac	Sauk and Fox
Northern Paiute	Powhatan	Scaticook
Oglala Sioux	Pueblos	Sekane
Okanogan	Puyallup	Seminole
Omaha	Quapaw	Seneca
Oneida	Quechan	Seri
Onondaga	Quileute	Shasta
Opata	Quinaielt	Shawnee
Opato	Quinault	Shinnecock
Osage	Rappahannock	Shivwits Band of
Oto	Rogue River	Paiutes
Otoe	Rosebud Sioux	Shoshone
Otomi	Sac and Fox	Shoshone-Bannock
Ottawa	Saginaw	Shuswap
Ozette	Salish	Siouans
Paiute	Sandia	Sioux
Pamunkey	San Felipe	Sisseton
Panamint		
Papago		
Passamaquoddy		

APPENDIX C

<u>Indian Tribes in the United States, Canada, and Mexico</u>

	Tonawanda	Wind River Shoshone
Sisseton-Wahpeton Sioux	Tonkawa	Winnebago
Siuslaw	Tonto Apache	Wintu
Skagit Suiattle	Topinish	Wintun
Skokomish	Totonac	Wishram
Slave	Tsimshian	Wyandotte
Smith River	Tulalip	Xicaque
Snake	Tule River Indians	Yahooskin
Snohomish	Tunica	Yakima
Snoqualmi	Tuscarora	Yamel
Songish Southern Paiute	Tututni	Yana
Squaxin	Umatilla	Yankton
Stockbridge	Umpqua	Yanktonnais Sioux
Sumo-Mosquito	Upper Chinook	Yaqui
Suquamish	Ute	Yaquina
Swinomish	Waca	Yavapai
Taimskin	Waicuri-Pericue	Yawilmani
Tanana	Wailaki	Yellow Knife
Tanoan Pueblos	Walapai	Yerington Paiute
Taos	Walla Walla	Yokuts
Tarahumare	Wampanoag	Yokuts-Mono
Tarascan	Wapato	Yomba Shoshone
Tawakoni	Warm Springs	Yuchi
Tejon	Wasco	Yuki
Tenino or Warm Springs	Washo	Yuma
Tesuque	Washoe	Yurok
Teton	Western Apache	Zacatec
Teton Sioux	Western Shoshone	Zapotec
Tillamook	Whilkut	Zia
Timucua	Wichita	Zoque
Thlinget	Wikchamni	Zuni
Tolowa		

APPENDIX C

Indian Tribes in the United States, Canada, and Mexico

APPENDIX D

List of Major Cities in the United States and the States in Which They Are Located
(Use if State is reportable but not reported)

Atlanta, Georgia	Memphis, Tennessee
Baltimore, Maryland	Milwaukee, Wisconsin
Boston, Massachusetts	Minneapolis, Minnesota
Buffalo, New York	New Orleans, Louisiana
Chicago, Illinois	New York, New York
Cincinnati, Ohio	Philadelphia, Pennsylvania
Cleveland, Ohio	Pittsburgh, Pennsylvania
Dallas, Texas	San Antonio, Texas
Denver, Colorado	San Diego, California
Detroit, Michigan	San Francisco, California
Houston, Texas	Seattle, Washington
Indianapolis, Indiana	St. Louis, Missouri
Los Angeles, California	Washington, District of Columbia

APPENDIX E

Interpretations of Atlas Notations

1. If the notation "part of _____" or "population included in _____" appears, consider the entry to be an inclusion of the city named and code accordingly.

2. If the notation "rural" and "mail to _____" or "no pop." appears, code to the balance of the county.

3. If only the notation "mail to _____" or "population included with _____" appears, code to the balance of the named county. ("Population included with" refers to an unincorporated place.)

4. If the notation "Station," "Branch of _____" or "Rural Station" appears, code to the balance of county.

5. If the notation "Station of _____ P. O." appears, consider the entry to be an inclusion of the city named and code accordingly.

APPENDIX F

Largest City and Code by State of Residence

State of Residence		NCHS Code	Largest City
01	Alabama	008	Birmingham
02	Alaska	001	Anchorage
03	Arizona	017	Phoenix
04	Arkansas	014	Little Rock
05	California	143	Los Angeles
06	Colorado	009	Denver
07	Connecticut	004	Bridgeport
08	Delaware	003	Wilmington
09	District of Columbia	001	Washington
10	Florida	041	Jacksonville
11	Georgia	005	Atlanta
12	Hawaii	003	Honolulu
13	Idaho	001	Boise City
14	Illinois	034	Chicago
15	Indiana	027	Indianapolis
16	Iowa	012	Des Moines
17	Kansas	033	Wichita
18	Kentucky	017	Louisville
19	Louisiana	022	New Orleans
20	Maine	006	Portland
21	Maryland	003	Baltimore
22	Massachusetts	012	Boston
23	Michigan	025	Detroit
24	Minnesota	041	Minneapolis
25	Mississippi	017	Jackson
26	Missouri	028	Kansas City
27	Montana	002	Billings

APPENDIX F

Largest City and Code by State of Residence

State of Residence		NCHS Code	Largest City
28	Nebraska	011	Omaha
29	Nevada	005	Las Vegas
30	New Hampshire	008	Manchester
31	New Jersey	104	Newark
32	New Mexico	002	Albuquerque
33	New York	053	New York
34	North Carolina	009	Charlotte
35	North Dakota	003	Fargo
36	Ohio	034	Columbus
37	Oklahoma	025	Oklahoma City
38	Oregon	027	Portland
39	Pennsylvania	092	Philadelphia
40	Rhode Island	014	Providence
41	South Carolina	007	Columbia
42	South Dakota	007	Sioux Falls
43	Tennessee	030	Memphis
44	Texas	075	Houston
45	Utah	020	Salt Lake City
46	Vermont	001	Burlington
47	Virginia	022	Norfolk
48	Washington	034	Seattle
49	West Virginia	003	Charleston
50	Wisconsin	035	Milwaukee
51	Wyoming	002	Cheyenne
52	Puerto Rico	765	San Juan
53	Virgin Islands	001	Charlotte Amalie

APPENDIX G

Other Entries Reported on Records and Code for Hispanic Origin

ENTRY	CODE	ENTRY	CODE
Argentina (Argentino)	4	Hispano	5
		Honduras (Hondureno)	4
Balearic Islands	5		
Basque	5		
Belizian	4	Iberia (Ibero)	5
Bolivian (Boliviano).	4		
Boricua (Borinqueno)	2	La Raza	4
Brazilian	0	Latin American	5
		Latino	5
Californio	5		
Canary Islands	5	Majorca	5
Castilian	5	Mallorca (Mallorquin)	5
Catalonia	5	Mexican (Mexicano)	1
Centroamericano	4	Mexican American.	1
Chicano	1		
Chile (Chileno)	4	Nicaragua (Nicaraguense)	4
Colombia (Colombiano).	4		
Costa Rica (Costarricense)	4	Panama (Panameno)	4
Cuban (Cubano)	3	Paraguay (Paraguayo)	4
		Peru (Peruano)	4
Dominican Republic (Dominicano)	4	Puerto Rican (Puertorriqueno)	2
Ecuador (Ecuatoriano)	4	Salvadoreno	4
El Salvador	4	Spain	5
Espana	5	Spaniard	5
Espanol	5		
		Uruguay (Uruguayo)	4
Falkland Island	4		
Fernando Po	5	Valencian	5
		Venezuela (Venezolano)	4
Galapagos Islands	4		
Guatemala (Guatemalteco)	4		

APPENDIX H

Other Entries Reported on Records and Codes for Education

College Entries	Code
4 + 2	17
Post graduate	17
16 mos.	13
(convert months by dividing by 9) (1 yr. 7 mos.)	
3/4	13
2.5	14
1+1 N.T.	13
1500 hrs.	99
10	17
P. G. - 4	99
In 2nd year	13
B	16
BA with 1 yr. law	17
Senior	15
Soph.	13
College	16
University	16
1 year Prep.	99
Yes	16
4 semesters	14
Assoc. degree	14
Graduate	16
6 months	12
2/3	12
Less than 3/4 or less than 9 mos.	12
Technical or Trade School	99
Junior College	14
Juris Doctor	17
Masters	17

Elementary or Secondary Entries	Code
Kindergarten	00
Finished in service	12
G.E.D - Army	12
3 - graduate	11
Senior	11
Soph.	09
High School	12
Yes	12
GED	12
Graduate	12
Elementary	06
Secondary	12

APPENDIX I

Sampling Rate

Expected Volume of Records	Sampling Rate	Percent Sample	Number of Sample Records Minimum	Maximum
Less than 1,200	1 in 1	100.00	-	1,199
1,200- 2,999	1 in 2	50.00	600	1,500
3,000- 5,999	1 in 5	20.00	600	1,200
6,000- 11,999	1 in 10	10.00	600	1,200
12,000- 14,999	1 in 20	5.00	600	750
15,000- 29,999	1 in 25	4.00	600	1,200
30,000- 59,999	1 in 50	2.00	600	1,200
60,000- 74,999	1 in 100	1.00	600	750
75,000-119,999	1 in 125	0.80	600	960
120,000-149,999	1 in 200	0.50	600	750
150,000-299,999	1 in 250	0.40	600	1,200
300,000 +	1 in 500	0.20	600	-

VITAL STATISTICS INSTRUCTION MANUALS